

VIRTUAL MEETING VIA ZOOM

Poulsbo Port District – Port Commission

Subject	*REMOTE* Regular Meeting Agenda	Date	January 21, 2021
Recorder	Cassidy Conners	Start Time	7:00 PM
Commission Chair	Thomas Rose	End Time	9:00 PM
Commission Members	Jamie Green, Mark Singer		
Staff Present	Carol Tripp, Port Accountant & Mgr. - Melanie Winnett, Harbormaster		

AGENDA		
No.	Topic	Action/Recommendation/Discussion
1.	CALL TO ORDER	
2.	COMMISSIONER COMMENTS	
3.	PUBLIC COMMENTS (limit of 3 minutes)	
4	POULSBO BOATERS ASSOCIATION REPORT	
5.	CONSENT AGENDA ITEMS (Next Res: 2021-01) All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine and will be enacted by one motion of the commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by a Commission member or by Citizen Request. A. Approve meeting minutes of: 01/07/21, 01/11/21, 01/14/21 B. Warrants: 17057 – 17076, P12911 – P12918, EFT 1/21/21, EFT 1/22/21 in the amount of \$79,934.80.	
6.	OLD BUSINESS ITEMS	
	A. Breakwater & Boat Ramp Updates - John Piccone, P.E.	
	B. Resolution #9 – Declaring Local Emergency & Delegation of Authority - Review	
7.	NEW BUSINESS ITEMS	
	A. Commissioner responses to public comments/discussions	
	B. Accounting & Manager’s Report	
	C. Harbormaster Report	
8.	PUBLIC COMMENT & REQUESTS FOR FUTURE AGENDA ITEMS	
9.	EXECUTIVE SESSION – To evaluate the performance of a public employee – RCW 42.30.110(1)(g)	
10.	COMMISSIONER COMMENTS	
11.	ADJOURN	

Join Zoom Meeting

<https://us02web.zoom.us/j/81049945975>

Meeting ID: 810 4994 5975

One tap mobile

The Port of Poulsbo provides a time for citizen input during, ‘Public Comments.’ Please limit yourself to three (3) minutes per person. If you wish to address the Commission, please speak clearly. The Commission is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. The Board will address public comments during ‘New Business Items – public comments.’ If you wish to attend the Commission meeting and require physical accommodations in order to do so, please call (360) 779-9905 by 9 a.m. the day of the meeting.

VIRTUAL MEETING VIA ZOOM

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PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JANUARY 21, 2021
7:00 PM

Present: Commissioner Singer, Commissioner Green, Commissioner Rose, Port Accountant Carol Tripp, Melanie Winnett – Harbormaster, Pam & Peter– PBA, Rodney McVicker, David Musgrove – Councilman, Mr. John Piccone

Call to Order 7:00pm

Commissioner Comments

Commissioner Singer commented on the upcoming cold weather and to look out for the boats. Commissioner Rose encouraged everyone to a look at neighbor's boat and make sure their emergency data is up on the windows.

Public Comments

Councilman Musgrove recommended forecasting rate changes to stabilize the financial picture and allow the tenants and license holders a sense a stability as well.

Poulsbo Boater's Association

There was no report.

Consent Agenda

Motion: Move to approve the meeting minutes of January 7, 11, 14 of 2021.

Moved by: Commissioner Singer **Seconded by:** Commissioner Green

Motion passed unanimously.

Motion: Move to approve the warrants.

Moved by: Commissioner Green **Seconded by:** Commissioner Singer

Motion passed unanimously.

Old Business Items

Breakwater & Boat Ramp Updates

Mr. Piccone said, regarding the breakwater, that the tribe continues to have concerns and have requested a multi-agency meeting that would include the corps. He won't be doing anything else with the corps until the multi-agency meeting and wants to work to resolve concerns of the tribe before moving forward with the breakwater. He asked the board to contact him with any questions they might have to bring to the corps about permitting.

Mr. Piccone has drafted up a resolution to seek emergency authorization for the boat ramp project. If the resolution is passed, he will take the information and move forward with it either tomorrow or early next week. He anticipates the emergency authorization request to be processed within the month of February. Port Accountant Tripp stated the Port has moved

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
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through two extensions on the grant for the project and Mr. Piccone said he doesn't believe the grant will be jeopardized if the emergency authorization is approved. Ideally the project could be started as soon as the tides are low enough in the spring. The corps may require a forage fish survey and that would hold the project back as far as August 1st. Mr. Piccone wants to put the project out for bid 16 weeks ahead of construction because of the prefabrication of the ramp blanks.

Motion: Move to approve Resolution 2021-01 as written.

Moved by: Commissioner Singer **Seconded by:** Commissioner Green

Motion approved unanimously.

There is an update with DNR regarding the pathways as discussed in an executive session in December. The City is still open to discussing the items but with the current timelines he said they want to do much more than what the Port can afford to do to keep the breakwater project moving forward. In the interest of moving the project forward, we're beginning the DNR process by utilizing the existing tideland lease that is currently in place with the City. We will be revisiting other options later in the year.

The Clean Vessel Act grant (CVA) is available. It was discussed in the past, but Mr. Piccone wasn't sure when the grant would open up again. The grant application is due February 1st and this grant would cover the scope of work for both a pump out boat and a floating restroom with a pump out. Mr. Piccone is anticipating 5-10 total applicants. The grant funding would be in the \$600,000 to \$700,000 range. Both the pump out boat and floating restroom with a pump out are being requested within the grant, but the pump out boat takes priority if one must be chosen. The CVA can always be applied for again for the floating restroom the following year.

Resolution #9 – Declaring Local Emergency & Delegation of Authority – Review

See the Harbormaster's report.

New Items

Items for Public Discussion

There were none.

Accounting & Manager's Report

There was no report.

Harbormaster's Report

See attached.

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Public Comments/Request for Future Agenda Items

Councilman Musgrove asked if all documentation for agenda items could be downloaded via PDF prior to meetings. Port Accountant Tripp said actual items aren't available to the public until approved by the board. Once approved by the board, they're available to the public for viewing. Councilman Musgrove also encouraged the Port to get out in front of the public because of the positive consideration the Port could receive when projects come up or are promoting specific things. Reporting at the Business Recovery Task Force meetings to share the economic development with the breakwater project would be of value. The Port has also appeared in the past at council meetings and it has helped the council stay up to date on Port issues. Participating in Rotary would also provide some benefit in sharing information by way of word-of-mouth.

Nico said she has in the past mentioned to the Port hiring a social media manger/public relations personnel/positive campaign manager for the Port. This person would unite the entities in the community, promote events at the Port, and share positive coverage of projects while growing a social media presence. She knows of someone and could invite her to speak at a future meeting. This item will be added to the next agenda.

Executive Session

There will be an executive session to evaluate, review and discuss performance of a public employee according to RCW 42.30.110 Paragraph 1G. The executive session will last approximately 30 minutes and no decisions are expected.

Public meeting was closed to move to Executive Session 8:07pm

Opened back into public meeting

Final Adjournment 8:57pm



Mark Singer, Commissioner

Jamie Green, Commissioner



Thomas Rose, Commissioner

PORT OF POULSBO
REMOTE REGULAR MEETING MINUTES
JANUARY 21, 2021
7:00 PM

Cassidy Conners, Recording Secretary (Not in Attendance)

PORT OF POULSBO
KITSAP COUNTY, WASHINGTON
RESOLUTION 2021-01
DATED: JANUARY 21, 2021

WHEREAS, the Port of Poulsbo owns, operates, and maintains an existing boat launch facility at the Poulsbo Marina, which is a primary and essential public access facility for Liberty Bay; and,

WHEREAS, the ongoing collapse of the rock bulkhead adjacent to, and immediately south of, the boat launch is causing escalating life safety concerns that have already caused temporary access closures in the past year and are highly likely to cause a permanent access closure in the very near term; and,

WHEREAS, the ongoing collapse of the rock bulkhead has caused significant property damage to the boat launch facility, which in turn is further increasing the life safety concern; and,

WHEREAS, the Port was awarded grant funding to repair and replace the facility in kind, and subsequently executed a funding agreement that specified a period of performance ending in June of 2021 for completing the repairs and replacement and making the facility accessible to the public; and,

WHEREAS, the Port submitted a permit application for said repair and replacement work to the USACE on December 4, 2019, which allowed sufficient and reasonable time for a standard agency review and permit issuance necessary to meet the timeline specified in the funding agreement; and,

WHEREAS, If the Port loses the awarded grant funds, due to failing to meet the agreement period of performance resulting from a lack of permit issuance by the USACE, the Port will be unable to budget the full cost of the repairs for a significant period of time and the access facility will be closed; and,

WHEREAS, there are now numerous and significant indications that the USACE will remain unable to fully review and permit the project through a standard review process in time to complete the repair and replacement project prior to the period of performance deadline; and now, therefore,

BE IT RESOLVED by the governing body of the Port of Poulsbo that the current and escalating condition of the existing boat launch facility represents an unacceptable hazard to life, a significant loss of property, and an unforeseeable and significant economic hardship if corrective action cannot be undertaken within the funding agreement period of performance. Further, that the USACE shall be officially notified of this emergency and request made on behalf of the Port for the USACE to immediately authorize the repair and replacement work outlined in the December 4, 2019 application with the Port's understanding that said authorization, if granted, will likely still require after-the-fact standard permit application review in order to retain and/or modify the work and may require additional restoration, monitoring, mitigative measures, or other requirements.

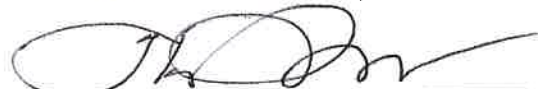
ADOPTED by the Board of Commissioners of the Port of Poulsbo at the regular public meeting thereof held this 21st day of January 2021 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.



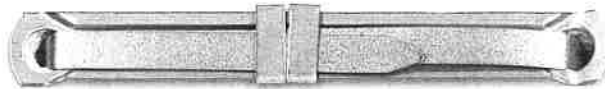
Mark Singer, Commissioner



Jamie Green, Commissioner



Thomas Rose, Commissioner



PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA

January 22, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$54,037.39 and from the General Fund, this 22nd day of January 2021.


Mark Singer, Commissioner

ATTEST:



Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
17057	Puget Sound Energy	5,057.94
17058	Jason Lawrence	240.91
17059	James Nemeth	441.33
17060	Melba Santos	313.24
17061	Bainbridge Disposal Inc	29.72
17062	Bank of America	2,390.10
17063	City of Poulsbo	1.00
17064	Coast to Coast Hardware	71.52
17065	Critter Ridders Pest Control	1,782.15
17066	Dept of Natural Resources	15,158.66
17067	Home Depot	212.36
17068	Napa/Westbay Auto Parts	17.08
17069	Office Depot	187.40
17070	Olympic Springs Inc	28.19
17071	PetroCard	11,182.84
17072	Propane Northwest	149.64
17073	Soundwest Engineering Assoc Inc	14,028.75
17074	CenturyLink	74.06
17075	Home Depot Pro	54.50
17076	Washington Public Port Association	2,616.00
TOTAL		\$ 54,037.39

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.


Port Auditor

PORT OF POULSBO

PAYMENT VOUCHER

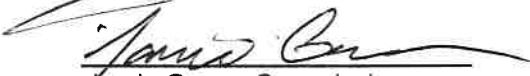
Post Office Box 732
Poulsbo, WA 98370


Kitsap County, WA

January 22, 2021

We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,102.57 and from the General Fund, this 22nd day of January 2021.



Mark Singer, Commissioner


Jamie Green, Commissioner


Thomas Rose, Commissioner

Voucher #	Claimant	Amount
P12911	Richard Stice	1,590.39
P12912	Brian Smith	1,030.62
P12913	Eugene Madayag	1,210.10
P12914	Jannese Hunt	1,337.85
P12915	Carol Tripp	2,226.79
P12916	Melanie Winnett	1,762.73
P12917	Kelli Hodges	1,403.60
P12918	Christopher Henry	540.49
TOTAL		\$ 11,102.57

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.


Port Auditor

~~~DIRECT DEPOSIT ADVICES~~~

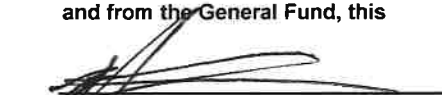
PORT OF POULSBO

PAYMENT VOUCHER

Post Office Box 732  
Poulsbo, WA 98370

Kitsap County, WA January 21, 2021


We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$11,253.20 and from the General Fund, this 21st day of January 2021.

  
Mark Singer, Commissioner

ATTEST:

  
Jamie Green, Commissioner

Cassidy Conners, Recording Secretary

  
Thomas Rose, Commissioner

| Voucher #   | Claimant                           | Amount             |
|-------------|------------------------------------|--------------------|
| EFT 1/21/21 | Washington Teamsters Welfare Trust | \$11,253.20        |
|             | TOTAL                              | <b>\$11,253.20</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.

  
Port Auditor

~~~ EFT ~~~

PORT OF POULSBO

PAYMENT VOUCHER

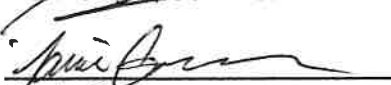
Post Office Box 732
Poulsbo, WA 98370

Kitsap County, WA January 22, 2021

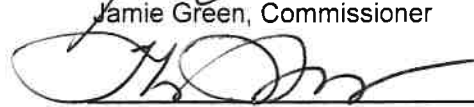
We, the undersigned Board of Commissioners of the Port of Poulsbo, Kitsap County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$3,541.64 and from the General Fund, this 22nd day of January 2021.


Mark Singer, Commissioner

ATTEST:


Jamie Green, Commissioner


Cassidy Conners, Recording Secretary


Thomas Rose, Commissioner

| Voucher # | Claimant | Amount |
|-------------|-----------------------------|-------------------|
| EFT 1/22/21 | US Treasury/Financial Agent | \$3,314.11 |
| EFT1/22/21 | DSHS | \$227.53 |
| TOTAL | | \$3,541.64 |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, the labor performed, or the expense incurred as described herein and that the claim is a just, due and unpaid obligation against the Port of Poulsbo and that I am authorized to authenticate and certify to said claim.


Port Auditor

~~~ EFT ~~~

HM 01.21.21

HHW is on hold a bit longer, a few other people within the county have been added to this discussion for the event and it was misunderstood that the event was going to be larger than what they first assumed.

A few things I will have to do that I was not told about through all the correspondence ive had with HHW over the last several months.

1. We will not be able to do solvents and paints since there needs to be an SDS with every product submitted, then inspected and then the cost if accepted by HHW.
2. Will have to form a list of the licensees that will be recycling, that will be just a head count no other information.
3. have to put a limit on the number of gallons of oil to be dumped with us ie: like auto parts stores only let you bring in 5 gallons, because the facility can only hold and take on so much and we may have to store one of our collection drums for a day or so if we end up with 2 drums, until they are able to take on the rest.
4. it was suggested by the HHW that they usually tell people to empty their oil filters then throw them in the dumpster after the oil is removed.
5. I also need to give a courtesy call to the Kitsap Public Health Dept. to inform them of this event.
6. I also had to explain HHW specialist because it was asked, that the chatter of having the Port obtain a Oil recycling receptacle has been shut down, because it was explained at a board meeting the environmental impact, the manning, and the maintenance of is very expensive. They were satisfied that discussion was shut down.

I was reminded to inform the licensees of the Port the places where one can recycle their oil and other household hazardous waste such as the Olympic transfer center in Bremerton, or for just oil take it to many auto parts stores. Resources are available the county website [Household Hazardous Waste Collection Facility \(kitsapgov.com\)](http://Household Hazardous Waste Collection Facility (kitsapgov.com))

So I am now thinking spring in April or May ...

Started on our CIP schedule:

Our fuel dock has had its maintenance cleaning by T & C Diving. Ill be getting the report any day on how our zincs look.

We will have the sea bins installed in February 2 have already been ordered. One will be around "B" dock on the permanent side and the other will be over at the guest moorage side.

Fuel Pumps will be replaced by end of February. We will be sending out notice to licensees and put on our website, social media that our fuel dock will be shut down for atleast 3 days.

The Ports shop BH will be repaired during April thru end of May.

In June we will be finishing up the water stansions main water line C dock & office crossfloat. Then start on the D dock repair that will take us through August to complete the 700 ft of repair to the dock.

Then August we will be building a kayak storage floats in BH space 3.

Then sometime in October have the office roof replaced.

The Ports guest Moorage Coordinator has her updated Port events & downtown events schedule almost all filled for every month. Of course, ALL of this is limbo during this pandemic and what the changes in crowd sizes per social distancing protocol (Go over your calendar of events).

On Tuesday morning the 19th, we were taking on a fuel drop. We were taking on 3100 gallons of Diesel. An unfortunately the wrong cap was opened for the driver and the driver did not notice because our drops are so routine. The Diesel hose was hooked up to the Gas line and about 350 gallons of Diesel went into our gas tanks. So we had to call fuel servicer and in turn they called appropriate servicers for the cleanup and today Thursday we had CCS come out and vacuum all the contaminated gas in both tanks and then have it refilled with clean gas which is about 3500 gallons in total. The whole process took about 4 hours.

*Melanni*